

Deputy Director (Administration)

2 May 1951

Advisor for Management

Processing VIPS, Senior Representatives and other Senior Staffs.

1. This is the proposed plan to operate the attached program:

a. The VIP is selected, accepts employment, enters on duty and processes through normal channels and becomes an Agency employee.

b. During the period he is undoubtedly operating in close coordination with one of the three Deputy Directors, or should be.

c. Upon EOD and after the briefing, etc., the individual should then be introduced to the Advisor for Management, who schedules him for the program set forth in Tab B.

2. The Advisor for Management will cover broad orientation and then introduce the VIP to [REDACTED] of the Personnel Office, who will handle all personnel matters and will schedule the Finance, Military and Transportation and Legal Offices appointments. Mr. [REDACTED] will personally conduct the VIP to those offices. From the Legal Office, they will report to the Medical Officer for a pre-arranged physical examination appointment in Central Building. Mr. [REDACTED] will then return to his normal duties. At the conclusion of the examination, the VIP will return to the office of the Advisor for Management, which is in the opposite end of the Central Building on the same floor. The Advisor for Management or his Deputy will then process the VIP to Procurement and to Inspection and Security where the VIP will be left with [REDACTED] STATINTL

3. Security will conduct the new employee direct to the office of the Advisor for Management who will conduct the VIP to Communications and finally to the Training Office and back to the office of the Deputy Director concerned.

4. Depending upon the individual concerned and his assignment and mission, this program will take from one full day to three days. It is recommended that in order to achieve continuity that the program be uninterrupted to the greatest extent possible.

5. This plan has been coordinated with Messrs. [REDACTED] and Houston as per instructions.

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6. This same procedure will be used for departmental assignees, except for the overseas processing concepts.

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**Attachments**

**SECRET**